

## INSTRUCTIONS FOR APPLICATION TO RENT

PLEASE READ CAREFULLY & COMPLETELY BEFORE MAKING APPLICATION.

- **Rental properties will not be shown without approved application(s). Applications will be accepted until the rental property is vacant and/or ready to be shown. At such time, the most qualified applicants will be chosen to view the rental property.**
- Please complete one Application to Rent for each adult (18 or older) or emancipated minor. Each adult who will be occupying the rental property MUST complete a separate Application to Rent.
- A non-refundable tenant screening/credit check fee of **\$20.00 per applicant** must be submitted with each application. Please make checks or money order payable to: **NEUBAUER ENTERPRISES**. Each application(s) must be signed by the Applicant **AND FEES INCLUDED OR THE APPLICATION WILL BE REJECTED AND RETURNED**. The average processing time is three to seven days. Please note that under certain circumstances process time may exceed this time period.
- A **CLEAR photocopy (or photo identification)** for each adult must be turned in with each application.
- **SUBMIT PROOF OF INCOME** with your application.
- **Applications can be submitted in one of the following ways:**
  1. Hand deliver to our San Juan Bautista office located at 408 Fourth St., San Juan Bautista, CA 95045.
  2. Mail your completed application(s) and fee to: Mission Village Realty, P.O. Box 1357, San Juan Bautista, CA 95045-1357. **ALL APPLICATIONS MUST BE MAILED TO P. O. BOX 1357.**
  3. Scan your application and a copy of your fee, and email to [drew@missionvillagerealty.com](mailto:drew@missionvillagerealty.com). After you have sent your email, place your original application and fee in the U.S. Mail to Mission Village Realty, P.O. Box 1357 in San Juan Bautista, Ca., 95045.
- Acceptance of this application and fee does not guarantee you a rental property.

## INSTRUCTIONS FOR APPROVAL OF OCCUPANCY

- **Credit History:** We pledge to the property owners that approved applicants have a good credit history or other evidence of financial responsibility. This is verified by running a credit check through Experian on all adult applicants. Any evidence of bankruptcy/collection accounts, charge off accounts, and/or excessive delinquent accounts may result in the denial of your application. When an applicant has derogatory accounts, management may, in certain circumstances, exercise its discretion and look to other factors which will provide a basis for approval.
- **Tenant History:** Verifiable tenant references from current and previous property owners/managers that reflect a history satisfactory tenancy.
- **Rent to Income Ratio:** The combined gross income (before taxes) should be approximately three times the amount of the monthly rent. Management may exercise some discretion. In most cases, your employer verifies your gross income. If you are self-employed we require verification of your income by your most recent income tax form filed or equivalent.
- **Pets Policy:** Please ask our office regarding pets for the individual rental properties.

***Neubauer Enterprises supports equal opportunity. In no way will we discriminate against anyone due to race, ethnicity, handicap, religion, color, age, ancestry, sex, or marital status***



**APPLICATION TO RENT/SCREENING FEE**  
(C.A.R. Form LRA, Revised 4/03)

**I. APPLICATION TO RENT**

**THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR.**

Applicant is completing Application as a (check one)  tenant  tenant with co-tenant(s) or  guarantor/co-signor.

Total number of applicants \_\_\_\_\_ .

**PREMISES INFORMATION**

Application to rent property at \_\_\_\_\_ ("Premises")  
Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

**PERSONAL INFORMATION**

**FULL NAME OF APPLICANT** \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Driver's license No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_  
Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_  
Email \_\_\_\_\_  
Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_  
Pet(s) or service animals (number and type) \_\_\_\_\_  
Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
Other vehicle(s): \_\_\_\_\_  
In case of emergency, person to notify \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Does applicant or any proposed occupant plan to use liquid-filled furniture?  No  Yes Type \_\_\_\_\_  
Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?  No  Yes  
If yes, explain \_\_\_\_\_  
Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  No  Yes  
If yes, explain \_\_\_\_\_  
Has applicant or any proposed occupant ever been asked to move out of a residence?  No  Yes  
If yes, explain \_\_\_\_\_

**RESIDENCE HISTORY**

Current address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving current address _____	Previous address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving this address _____
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**EMPLOYMENT AND INCOME HISTORY**

Current employer _____ Employer's address _____ Position or title _____ Employment gross income \$ _____ per _____ Previous employer _____ Employer's address _____ Position or title _____	Supervisor _____ From _____ To _____ Supervisor's phone _____ Phone number to verify employment _____ Other \$ _____ per _____ Source _____ Supervisor _____ From _____ To _____ Supervisor's phone _____ Employment gross income \$ _____ per _____
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**LRA REVISED 4/03 (PAGE 1 OF 2)**

Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



**APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)**

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

**PERSONAL REFERENCES**

Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____
Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____

**NEAREST RELATIVE(S)**

Name _____	Address _____
Phone _____	Relationship _____
Name _____	Address _____
Phone _____	Relationship _____

Applicant understands and agrees: **(i)** this is an application to rent only and does not guarantee that applicant will be offered the Premises; and **(ii)** Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: **(i)** verify the information provided; and **(ii)** obtain credit report on applicant.

**If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Return your completed application and any applicable fee not already paid to:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. SCREENING FEE**

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

Applicant has paid a **nonrefundable** screening fee of \$ \_\_\_\_\_, applied as follows: The screening fee may not exceed \$30.00 (adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index.)

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_ ;

\$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and

\$ \_\_\_\_\_ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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